# Online Services for Educators

## *Quick tips for applicants using the Web Application Process*

Candidates seeking certification in California may use the online Web Application process to create a personal profile for their initial application or access their personal Educator Page to check on pending applications, edit their personal profile, renew an existing document, apply directly for a new type of document, or complete a recommendation from a program sponsor.

1. If not already completed, fill out the CTC-specific form 41-LS and take it to a LiveScan station for your fingerprints to be taken.

2. Apply for your document using the Web Application Process at the CTC website. (www.ctc.ca.gov)

3. **Important:** Before beginning the application process, be sure set your web browser to accept pop-ups from the Commission's website.
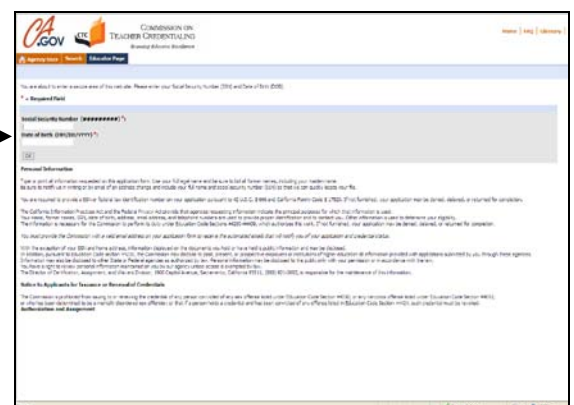
   a. Click the **Online Services for Educators** navigation button
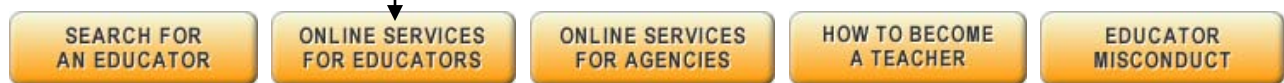
   b. Select the button for the **Educator Page to complete your application.**
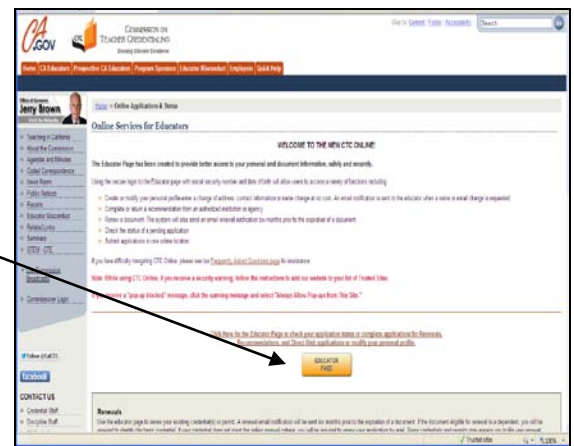
   c. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will be prompted to enter this information twice.

d. Edit/complete your personal profile. When this information is complete, click 'Next.'

e. Click on the "Create New" button under Web Applications to start your application for a new type of document. [Click Here] for a list of documents available through the online process.

f. Select the type of document you wish to apply for from the drop down menus; review the checklist verifying you meet all requirements for the document, print the checklist, and click Next.

g. Read the Disclosure page for the Professional Fitness questions and answer "Yes" to continue to the next page.

h. Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Proceed to Payment. **Click Proceed to Payment only once!**

i. The display shows the document applied for and the amount to pay. Click the Continue button.

j. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.
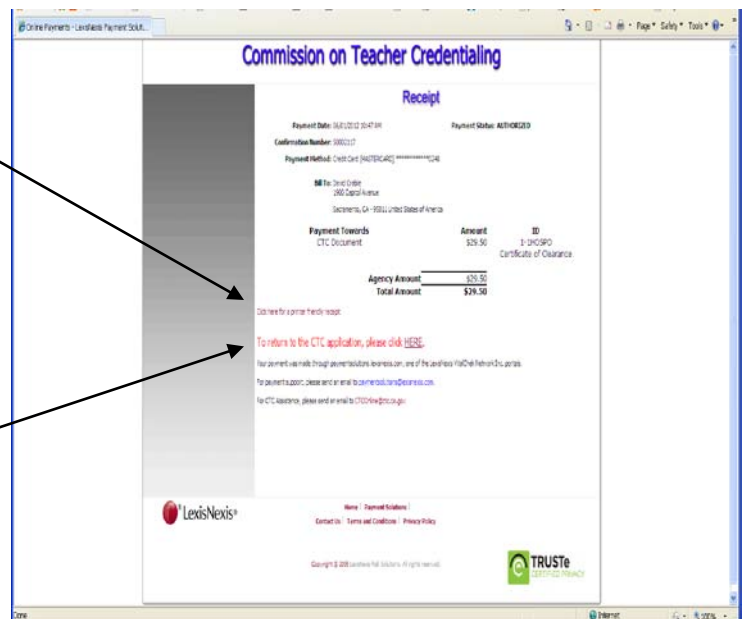
k. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once!**
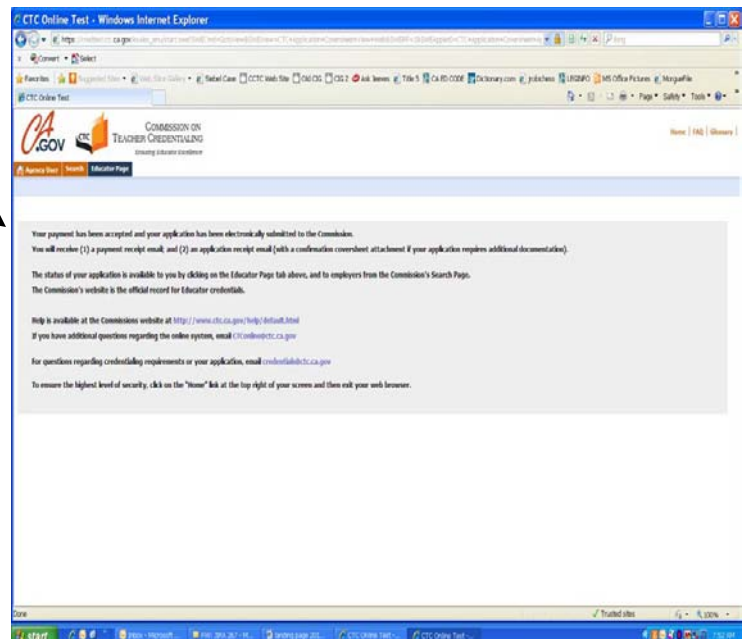
l. Use the 1st link provided to obtain a printable receipt for your reference.

m. After printing your receipt, you can return to CTC Online with the link "To return to the CTC application, please click here."

n. The final landing page provides directions back to the Educator page or to log out of CTC Online.